

**TWIN COUNTY AIRPORT COMMISSION
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408**

**PLANNING COMMITTEE MEETING
DECEMBER 3RD, 2013, 1 – 5 P.M.
AIRPORT CONFERENCE ROOM**

Minutes

Present: Charlie Meintz, chair; Jason Lauzer, Mary Johns, Valerie Mellon, Brian Miller, Tony Krysiak.

1. **Call to Order** – Charlie Meintz called the meeting to order at 1 p.m.
2. **Pledge of Allegiance** was recited.
3. **Roll Call** was taken.
4. **Approve/Amend Agenda** – Approved by Jason Lauzer, supported by Mary Johns.
5. **Approve/Amend Minutes** from November 19, 2013 Meeting - Approved by Mary Johns, supported by Jason Lauzer.
6. **Public Comment** – None.
7. The following **firms were interviewed** for approximately 50-55 minutes each:
 - **Mead & Hunt** at 1 p.m.
 - **Omni Associates** at 2:15 p.m.
 - **Prein & Newhof** at 3:18 p.m.
8. **Select Consultant Firm From Interviews** – The committee rated each firm on qualifications, approach, efficiency, integrity, availability, adaptability, fiscal responsibility, regulatory expertise, innovation and customer focus, using a 1-5 scale, with 5 being the highest. Each score was weighted. Scores were tallied. Mead & Hunt garnered the highest total and after discussion, on a motion made by Mary Johns, seconded by Charlie Meintz, voted to **“recommended to the full commission to enter into contract negotiations with Mead & Hunt as soon as possible.”**
9. **Public Comment** – Tony Krysiak thanked Val Mellon and Brian Miller, city engineers for Menominee and Marinette, respectively, for their input in the selection process.
10. **Future Agenda Items** – Review 10-year plan.
11. **Schedule Next Meeting** – No meeting until need.
12. **Adjourn** – The meeting adjourned on a motion by Jason, seconded by Charlie.

Respectfully submitted
Mary D. Johns, commissioner